

TO: Mayor and Board of Trustees
FROM: Village Administrator Steve Stricker and Staff
SUBJECT: Regular Meeting of September 12, 2011
DATE: September 9, 2011

PLEDGE OF ALLEGIANCE:

Maya Goyal, Pleasantdale Elementary School

“CITIZEN AWARD OF APPRECIATION” for Melyssa Navarrete

On July 22, 2011, at 10:15 AM during a heavy rainstorm, Burr Ridge Police Officers responded to a single vehicle injury accident at 7055 High Grove. Responding Officers observed a 2001 Buick Century partially submerged in the pond to the north of 7055 High Grove. Witnesses to the accident reported that they observed the vehicle traveling northbound in the parking lot abruptly make a left turn and drive into the water. After witnessing the vehicle drive into the pond, Ms. Melyssa Navarrete, of Joliet, jumped into the water to rescue the driver of the vehicle, which was rapidly filling with water. Ms. Navarrete lifted the female driver out of the vehicle and brought the driver to the shoreline of the pond where she was met by Police, Fire, and EMS personnel. The Burr Ridge Police Department recognizes Ms. Melyssa Navarrete for her courage and self-sacrifice she displayed in her life saving efforts.

The Burr Ridge Police Department Citizens Award of Appreciation will be awarded to Ms. Melyssa Navarrete on Monday September 12, 2011 at 7:00 PM at the Village Board Meeting. The driver of the vehicle, Mrs. Barbara Bednarz, of Burbank, will also be in attendance for the presentation.

6. ORDINANCES

A. Sale by Auction of Village-Owned Property

Please be advised that the 2011 DMMC auction will be held on Saturday, October 22, at the Cypress Cove Family Aquatic Center Parking Lot, Woodridge, Illinois. The Village of Burr Ridge has customarily disposed of surplus equipment at the DMMC auction so as to minimize Village efforts marketing the sale of items with minimal value, and to assist the DMMC in generating operating revenue for the agency. This year, one vehicle is recommended for sale at the auction:

<u>I.D./SERIAL NUMBER</u>	<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>MINIMUM VALUE</u>
2FAHP71V79X103163	2008	FORD	Crown Victoria	\$500.00

It is our recommendation: that the Ordinance be approved.

7. RESOLUTIONS

A. IAG with DuPage County for Access to GIS Data

Attached is a Resolution authorizing a data access/sharing agreement drafted by DuPage County which will give the Village access to the updated DuPage County Geographic Information System (GIS) data at no cost to the Village. The Village has previously acquired similar GIS information from both Cook and DuPage Counties. The updated County data will complement the data already received and will be merged to create one comprehensive map of the Village. This GIS data will include assessment data, property images, aerial photos, and topography.

It is our recommendation: that the Resolution authorizing the inter-agency agreement for access to the DuPage County geographic information system be adopted.

8. CONSIDERATIONS

A. Space Needs Committee Recommendation – A/V Consult Services

Village Staff has met with four A/V consultants to solicit proposals to design and prepare bid plans and specifications for the technology-related components of the Village Hall Board Room and Conference Room Renovation Project, including a new sound system, computer system for presentations and cable TV equipment. Three firms have provided the Village with proposals as follows:

Sound Envision, Willowbrook	\$4,860.00
Sentinel Technologies, Downers Grove	\$5,100.00
Avlet, Inc., Wheaton	\$7,250.00

Based on the response to our request and their experience in similar projects, I am recommending that the Village hire Sentinel Technologies, of Downers Grove (see attached proposal). It should be understood that the work proposed is for the design and bid specification phases only. An A/V consultant will not be necessary for the construction phase of the project, which will allow this company, if it so chooses, to bid as a contractor for the construction phase of the project. The Space Needs Committee will be reviewing this recommendation on Monday evening, prior to the Board meeting, and their recommendation will be forwarded to the Village Board.

B. 2011 Community Service Survey Results

Enclosed separately please find a copy of the 2011 Community Service Survey report, detailing the results of the Village-wide survey that was sent to every household in Burr Ridge in July. Assistant to the Administrator Lisa Scheiner will present a summary of the report at the meeting.

C. Contract for Water Tower Power Washing

The FY2011-12 Budget includes \$8,000.00 for the exterior cleaning of the 2.0 MG North Water Tower located at 7100 S. Garfield Ave. The growth of mildew stains on the upper part of the structure has begun to cause an aesthetically poor appearance and is also causing potential damage to the painted surface that could necessitate the premature painting of the water tower. The design of a spheroid type water tower lends itself to the formation of mildew under the globe portion of the structure because it is almost continually in shadow, and usually moist from condensation. The addition of airborne dust and dirt particles creates the perfect environment for mold and mildew to grow.

The cleaning will be performed with high pressure washing using an oxygenated bleach solution, followed by the application of a surface protectant that will inhibit the re-growth of mildew. The frequency that the exterior of a water tower needs to be cleaned is highly dependent on climate conditions and location, but it is recommended that this process be performed at five year intervals to maintain the integrity of the structure's paint. The North Water Tower exterior was last cleaned in 2006. Bids requested for this work were received as follows:

Midwest Mobile Washers, Morrison, IL	\$4,848.00
H2O Towers/Scrub-A- Home, Saline, MI	\$4,950.00
Giant Maintenance Restoration, Mundelein, IL	\$5,150.00

All bidders are qualified to complete this work. The low bid of \$4,848.00 from Midwest Mobile Washers, of Morrison, Illinois, is \$3,152.00 under the budgeted amount of \$8,000.00.

It is our recommendation: that that the contract for the exterior cleaning of the 2.0 MG North Water Tower be awarded to Midwest Mobile Washers, of Morrison, Illinois, in the amount of \$4.848.00.

D. Contract for Purchase of Replacement Utility Truck

The FY 2011-12 Equipment Replacement Budget includes \$56,560 for the replacement of Unit #18, which is a 1999 Ford F250 Super Duty 4x4 with a plow. The unit will be replaced with a 2012 Ford F-450 with dump body, which will provide enhanced capabilities for winter operations.

The Village is a member of the Suburban Purchasing Cooperative, which provides competitive pricing for vehicles and other equipment. The low bid for the F-450 has been awarded to Currie Motors of Frankfort, Illinois, through the SPC. The price for the specified equipment and dump body, pursuant to the low bid award through the SPC is summarized following:

Base vehicle with options (F-450)	\$ 41,499.00
Monroe stainless steel dump body	<u>\$ 14,998.00</u>
Total vehicle/body	\$ 56,497.00

As a point of comparison, the Village also considered competitive purchasing through the State of Illinois aggregated bidding program. The contract through the Illinois CMS program for the 2011 F-450 was \$623 higher than the low bid through the Suburban Purchasing Cooperative.

It is our recommendation: that the unit #18 replacement vehicle be purchased through the Suburban Purchasing Cooperative, at the awarded competitive low bid cost of \$56,497.

E. Extend Contract for Janitorial Services

The janitorial services contract for the Village Hall and Public Works buildings expires in October, 2011. Janitorial services are currently provided by Best Quality Cleaning, Inc., of Franklin Park, IL. The Village has been pleased with the responsiveness, quality control, and contract understanding of the current vendor. Due to the fact that the Village has been pleased with the services as currently provided, we have asked Best Quality Cleaning to provide their best cost for extending the current contract for 12 months. The vendor has agreed to continue services with no increase over the 2009 cost:

Village Hall	\$ 900.00/month
Public Works	\$ 420.00/month
Police Dept. (2011)	<u>\$1,350.00/month</u>
Total Monthly	\$2,670.00/month

The Department of Public Works finds that janitorial services can be provided by a contractor that is familiar with our properties, has exhibited responsiveness and quality of work, and has agreed to extend the contract for twelve months with no increase in cost. Both contracts are within budget.

It is our recommendation: that a contract for janitorial services be awarded to Best Quality Cleaning, Inc., for the period October 2011 through October 2012, at a cost of \$2,670/month.

F. Raffle License (C.O.P.S.)/Hosting Facility License (BR Park District)

Enclosed is an application from the Illinois Chapter of Concerns of Police Survivors to conduct a raffle from September 14-24, 2011, as part of their fundraising event at Harvest Fest, as well as a letter requesting waiver of the fidelity bond requirement. Also enclosed is a letter from the Burr Ridge Park District requesting that they be issued a hosting facility license to allow them to hold this event at their Harvester Park location.

It is our recommendation: that a Raffle and Chance License be issued to the Illinois Chapter of C.O.P.S. for its September 14-24 raffle, with the fidelity bond waived, and that the Burr Ridge Park District be licensed to host the event.

G. Raffle License (Ronald McDonald House Charities)/Hosting Facility License (Marriott Hotel)

Enclosed is an application from Ronald McDonald House Charities to conduct a raffle on September 25, 2011, as part of their fundraising event, as well as a letter requesting waiver of the fidelity bond requirement. Also enclosed is a letter from the Chicago Marriott Southwest at Burr Ridge requesting that they be issued a hosting facility license to allow them to hold this event at their location.

It is our recommendation: that a Raffle and Chance License be issued to Ronald McDonald House Charities for its September 25 raffle, with the fidelity bond waived, and that the Chicago Marriott Southwest at Burr Ridge be licensed to host the event.

H. Appoint Mickey Straub to Veterans Memorial Committee

Mayor Grasso is recommending the appointment of Mickey Straub to the Veterans Memorial Committee for a two-year term expiring September 28, 2013.

It is our recommendation: that the recommendation to appoint Mickey Straub to the Veterans Memorial Committee be approved.

I. Appoint Cody Curin to Veterans Memorial Committee

Mayor Grasso is recommending the appointment of Cody Curin to the Veterans Memorial Committee for a two-year term expiring September 28, 2013.

It is our recommendation: that the recommendation to appoint Cody Curin to the Veterans Memorial Committee be approved.

J. Appoint Russell Smith to Veterans Memorial Committee

Mayor Grasso is recommending the appointment of Russell Smith to the Veterans Memorial Committee for a two-year term expiring September 28, 2013.

It is our recommendation: that the recommendation to appoint Russell Smith to the Veterans Memorial Committee be approved.

K. Proclamation – “Fire Safety Month”

Enclosed is a letter from David Zalesiak, Public Education Officer for the Tri-State Fire Protection District, requesting that the Village Board approve a proclamation, also enclosed, designating the month of October as Fire Safety Month.

It is our recommendation: that the Proclamation be approved.

L. Approval of Vendor List

Enclosed is the Vendor List in the amount of \$231,466.10 for all funds, plus \$365,583.56 for payroll, for a grand total of \$597,049.66. The Vendor List includes the following special amounts:

- \$30,270.34 – Hitchcock Design Group for I-55/County Line Road enhancements

It is our recommendation: that the Vendor List be approved.